

# HOMEOWNER ASSISTANCE PROGRAM

## HARRIS COUNTY AND CITY OF HOUSTON APPLICANT DOCUMENT CHECKLIST



### □ VALID PHOTO I.D. FOR APPLICANT



- Driver License
- State/Government-Issued I.D.
- Passport

### □ INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS (18+)



- Latest tax return (IRS form 1040 signed and submitted) OR
  - Salary/Wage: last 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment
  - Benefits: social security or disability, retirement, TANF, pension or annuity - current letter of benefits should include benefit amount



### □ PROOF OF OWNERSHIP (1 of the following)



- Warranty deed
- Property tax records (tax records that show deed history and payment on the land and structure)
- Fee simple title
- 99-year leasehold interest as lessee



- Life estate/trusts
- Court order/affidavit/succession
- Proof of mortgage
- Act of Donation

### □ PROOF OF PRIMARY RESIDENCY/OCCUPANCY (1 of the following)

- Homestead Tax Exemption from the 2017 tax records; OR
- Documentation from the month preceding or the month of the event for which the homeowner is applying for assistance.  
**The applicant or co-applicant's name and address must match the information on the application:**



- Utility bill (electric, phone, water, etc.)
- Voter registration card
- Credit card statement



- Bank account statement
- Homeowners insurance policy (declarations page)

All records must be from the month preceding or month of the event for which the homeowner is applying for assistance and must match the name and damaged property address on the application.

### □ PROOF OF CHILD SUPPORT PAYMENT FOR ALL ADULT HOUSEHOLD MEMBERS (18+)



- Documentation of current child support payments
- Documentation of a payment plan

### □ DISASTER ASSISTANCE PREVIOUSLY RECEIVED



If a homeowner received Harvey-related assistance for damage from the storm from any source he/she should provide documentation and information about the amount received, homeowner name, damaged residence address, and the use of those funds.

Typical sources include:



- FEMA Award Letter
- SBA Award Letter



- Insurance (obtain a copy of the Claim Summary outlining structural payments vs. contents)
- Any other sources of funds or assistance provided to repair the home
- If you are in a floodplain, you may be asked for flood insurance coverage even if claims have not yet been paid out

### □ PROOF OF PROPERTY TAXES



- Documentation of CURRENT property tax payments OR
- Documentation of a payment plan

### □ MANUFACTURED HOUSING UNIT DOCUMENTATION (if applicable)

- Proof of structure ownership (examples)
  - Statement of Ownership

### THE FOLLOWING DOCUMENTS MAY ALSO BE NEEDED FOR PARTICIPATION IN THE PROGRAM:

- Proof of Current Flood Insurance (applicants in Flood Zone)
- Proof of Disability (if applicable)

Translation services will be available upon request.

After your initial application is submitted, a housing counselor will advise you of any additional required documentation.

### ► QUESTIONS?

 (346) 222-4686

 (866) 317-1998 (toll free)

 [recovery.texas.gov/hap](http://recovery.texas.gov/hap)

